

EFFECTIVE

December 1, 2017.

Subject(s)

1. FOM 722-01, Entry into Foster Care.
2. FOM 722-03B, Relative Engagement and Placement.
3. FOM 722-06A, Criminal Record Check - Law Enforcement Information Network (LEIN).
4. FOM 722-10, Court Review.
5. FOM 914, Placement Resources, MDHHS Responsibilities.
6. FOM 980, Family Incentive Grant (FIG).

**1) FOM 722-01,
Entry into Foster
Care*****Entry into Foster Care Requirements and Timeframes***

This updated policy outlines the requirements and timeframes for transfer of a case from CPS to foster care after a child's removal, including:

- Removal and commitment orders.
- Responsibility for placement, supervision, case conferences, parenting time, and face-to-face contacts.
- Case transfer and assignment responsibilities.
- Verification of citizenship or immigration status.

Reason: Entry into Foster Care Workgroup recommendations.

Case Responsibility When a Child is Returned Home within Seven Days

Changes were made to the previous language that allowed CPS to resume case responsibility when a child returned home within 21 days of removal. CPS will retain case management responsibility when children are in out-of-home placement for seven calendar days or less.

Reason: Alignment with Child and Family Services Review permanency outcomes.

Notification of Consulate

This information was moved to [FOM 722-06K, Services for Families Who Are Not U.S. Citizens.](#)

Case Acceptance

This information was removed from the manual because it became obsolete with the implementation of MiSACWIS.

Private Child Placing Agencies DHS-719

This information was removed from the manual because it became obsolete with the implementation of MiSACWIS.

Case Maintenance

This information was removed from the manual because it became obsolete with the implementation of MiSACWIS.

Problem Court Orders

This information was moved to [FOM 722-10, Court Review.](#)

Michigan Children's Institute Observation (MCI-O) Commitments

This information was removed because it was obsolete.

**2) FOM 722-3B,
Relative
Engagement and
Placement**

Definition of Relative

The definition of relative was updated to include stepparents, ex-stepparents, and the non-custodial parents of half siblings.

Reason: 2015 PA 228, MCL 712A.13a

Relative Search

The DHS-989, Relative Response, and DHS-988, Relative Search Information, were combined with the DHS-990, Relative Notification Letter. The DHS-989 and DHS-988 are obsolete.

Reason: Office of Child Welfare Policy and Programs (OCWPP) ongoing effort to reduce forms and publications.

Relative Placements

Revisions were made to clarify requirements for relative placements, the DHS-588, Initial Relative Safety Screen, and the DHS-3130A, Relative Placement Home Study.

Emergency placements may be made based on the results of the DHS-588, Initial Relative Safety Screen. A DHS-3130A must be completed within 30 calendar days.

Caseworkers may obtain verbal approval from a supervisor and/or director on the DHS-588 when making an emergency placement.

Responsibility for completion and timeframes for completion for clearances were added.

Hyperlinked references were added to directly link to FOM 722-3, Placement Change, in order to emphasize that placement change criteria must be followed when changing a child's placement.

The DHS-31, Foster Care Placement Decision Notice, must be provided whenever a relative is denied placement on the DHS-3130A.

Reason: Recommendations from the Statewide Relative Placement, Licensing, and Waivers Focus Groups, OCWPP Placement Sub-team, and Children's Services Agency.

Relative Licensure

A licensing agency may accept a referral prior to the approval of the DHS-3130A, Relative Placement Home Study. Approval must still occur within 45 days of placement.

A hyperlinked reference was added to FOM 980, Family Incentive Grant, policy.

Clarification was provided for annual waiver and home study completion guidelines.

Reason: Recommendations from the Statewide Relative Placement, Licensing, and Waivers Focus Groups, OCWPP Placement Sub-team, and Children's Services Agency.

**3) FOM 722-06A,
Criminal Record
Check - LEIN**

The Law Enforcement Information Network (LEIN) policy has moved to [SRM 700, Law Enforcement Information Network \(LEIN\)](#).

Reason: Office of Child Welfare Policy and Programs recommendation.

**4) FOM 722-10,
Court Review**

Language Clarifications and Hyperlink Updates

Minor changes were made to clarify the language in this item, and hyperlinks were updated.

Problem Court Orders

This revised policy includes updated procedures for addressing problem court orders previously contained in FOM 722-01, Entry into Foster Care.

Reason: OCWPP recommendation.

**5) FOM 914,
Placement
Resources:
MDHHS
Responsibilities**

Case Review Activities

Policy was updated to provide direction regarding MDHHS responsibilities and timeframes for case review activities.

Language Clarifications and Hyperlink Updates

Clarification was provided regarding the MDHHS monitoring caseworkers responsibilities for Interstate Compact for the Placement of Children (ICPC) requests from PAFC providers. Clarification was provided regarding timeframes for case assignment to a PAFC provider in MiSACWIS. Hyperlinks were also updated.

Reason: POS Monitor Oversight Workgroup and Foster Care Program Office recommendation.

**6) FOM 980, Family
Incentive Grant**

The Family Incentive Grant (FIG) was reallocated for fiscal year 2017-2018.

Reason: Appropriations Act, 2017 PA **, Section 574(2)

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 722-01](#)
[FOM 722-03B](#)
[FOM 722-06A](#)
[FOM 722-10](#)
[FOM 914](#)
[FOM 980](#)